



## Bainbridge Township Public Records Request

O.R.C. 149.43(B)(1)

### Date of Request:

When making a public records request we ask that the requests be submitted in writing. Public records requests can be submitted to the Fiscal Office via email to: [clerk@bainbridgetwp.com](mailto:clerk@bainbridgetwp.com). If you have a question about requesting public records please call (440) 543-9871.

*I understand these records do not have to be made available today. We will make every effort to provide the information requested in a reasonable period of time, following receipt of this written request.*

### 1. Type of Request: (Check all that apply.)

- Request to Inspect Records       Request for Copies of Records

### 2. Requested Records: (Attach additional pages, if necessary)

- \_\_\_\_\_  
➤ \_\_\_\_\_  
➤ \_\_\_\_\_

### 3. Requested Format of Copies:

- Electronic Format (N/C - Preferred Method)  
 Paper Format ( \$0.05 / B/W copy OR \$2.00 / Color copy )  
 Thumb Drive (\$3.00 each)  
 Police Dept. Video Reproduction Requests (\$75.00/hr not to exceed \$750.00)

### 4. Requestor Contact Information: (Optional)

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

### To be completed by Township Employee:

Date Fulfilled: \_\_\_\_\_ Cost of Records: \_\_\_\_\_ Payment Received y/n: \_\_\_\_\_